ATTENDEES:

Rex Peterson	Cliff Gronauer	Joe Brenneke
Suzie Rackers	Chris Wilkerson	Bob Meinhardt
Tom Stokes	Larry Reynolds	Gail Wekenborg
Jearl Reagan	Kim Potzmann	Steve Adams
Christina Acree	Russell Helm	Brenda Wilde
Cindy Renick	Gary Lyndaker	Dennis Bax
Jan Grecian	Sharon Thomas	Mike Wankum
Scott Willett	Ron Thomas	Mary Willingham
Lora Mellies	Jim Roggero	Steve Burgen
Gail Morris	Paul Wright	Tom Robbins
Dianna Dees	Gina Hodge	Ray Dinolfo
Doug Less	Jill Hansen	Cathy Reinkemeyer
John Curley	Dave Schulte	Curtis Christian
Dustin Bieghler	Stephen Derendinger	Laurie Mills
Jeff Schloss	Rich Beckwith	

ACTION ITEMS

Approval of the December 18, 2002, Information Technology Advisory Board Meeting Minutes

Motion to approve was made by Jearl Reagan and seconded by Gary Lyndaker with noted amendments.

PRESENTATIONS

Enterprise Architecture - Bob Meinhardt introduced the presentation and injected that the presentation is to educate the committee about architecture as insight for ITAB. Introduced Security Domain Committee – Chair - Dustin Biechler, and other members.

NSR conducted interactive presentation. John Curley, Doug Less and Dianna Dees.

Jill Hansen indicated that there was an urgent need to develop disciplines for statewide e-mail. This introduced the question – Can disciplines be implemented without doing the entire domain? Jill will schedule a meeting with Gerry and Bob to discuss this.

Accessibility Standards – Tom Stokes presented accessibility standards for approval. The standards had previously been provided to the Committee for review. Jim Roggero made the motion to approve the standards and Gina Hodge seconded. The committee voted and approved the standards. There will be a 6-month implementation period for the State. According to these standards, any procurement in process will not apply. Chris Wilkerson expressed a concern about the 6-month implementation period being too short. He explained that his concern was not about existing web pages, but about new ones and enhancements. He felt the standards would create an undue burden in terms of cost, implementation time, and resources.

Appendix A: Tom Stokes open for questions and comments. Tom requested approval of the appendix with the understanding that this is a living document and will change as procedures, legislature and technology changes come about. Gina Hodge moved to accept, and it was seconded by Gary Lyndaker. The motion passed.

Software piracy – Tom Stokes introduced the recommendations of the Software Piracy Committee. Tom indicated that Gerry had requested a discussion and vote with approval prior to the next ITAB meeting. Tom noted some minor changes and will see that they are made. There was a discussion on an agency's responsibility for auditing programs that the agency contracts with. The Committee suggested that the recommendations be approved after being reviewed and accepted by each agency's legal department.

The Committee will present this as our initial recommendations. Tom will set up a meeting to discuss issues.
Jim Weber made a motioned to make this our initial recommendation with noted concerns, and it was seconded by Jearl Reagan.   The motion was approved.

Next step - Tom will make approved changes, mail electronic copy to committee, and post on OIT web site.   Tom will set up meeting for group to review this. Committee members should take web site posting to their respective counsel for review and notify Tom of any issues.

GENERAL BUSINESS

1.   CIO Update (Gerry Wethington)

None

2.   Miscellaneous Items (Rex Peterson)

Committee Chairs and New Committees:
Rex is still finalizing committees and chairs. Rex requested feedback on how committees report at each ITAB meeting. The suggestions included: each committee schedule one 15 or more minutes per quarter for a presentation or the committee chairs contact Rex prior to the ITAB meeting if there is something to report.   After a discussion there was a general agreement that Rex will contact each chair prior to each meeting and ask if they have a report. There would be no report from a committee unless the Chair indicated that a report would be given.

Committee Members:
According to charter, the director of each agency is to appoint a member to this committee each year. So Rex requested a letter from each Agency Director naming the official representative to the ITAB Committee and listing an alternate.

3.   Mentoring (Tim Dwyer/Jan Grecian) - First mentoring partnership is ongoing; Larry Reynolds expressed appreciation to Jill and Jan for their effort in orientating him to ITAB.

4.   Privacy Committee (Scott Peters/Bob Meinhardt) - No report

5.   SAM II Data Warehouse Users Group Update (Mary Willingham/Debbie Tedeschi)

 IT Costs Committee - Mary Willingham. Passed out handouts and provided upcoming meeting dates. She said that goals have been set. Mary described the codes and breakdown recommended by her committee. She requested that any problems be brought to her attention by January 30. Following a discussion, a change was made to consolidate the codes for leasing and maintenance of hardware and software into just two codes, one for all leases and another for all maintenances.
Mary reminded the committee members to discuss FMAC code changes with their financial people.   IT will need to take responsibility for identifying which code is to be used.
Debbie Ferguson, Lottery, Chair of FMAC will be attending a meeting with Mary and Gerry on February 2.

Mary will send out list of last attendees to FMAC meeting.

6.   HIPAA Committee Update (Gary Lyndaker/Rex Peterson/Bob Meinhardt) -
Gary – said that the HIPAA 101 presentations are not scheduled yet. A statewide coordination team with Gerry and Jackie White as members has been formed.

7.   Technology Services Update (Gail Wekenborg) Gail indicated that a temporary VPN service is in place, but we need approval for long term VPN. The need for a new VPN service occurred with the current VPN contractor filed for bankruptcy on 3/11/03. The State Data Center can provide the cost per user for an internal solution using Cisco firewall The VPN service will be in place by 2/7. See power point notes in handout.
Rich Beckwith moved to approve and Dave Schulte seconded it. During the discussion on the proposal, Gail indicated that cost allocations will be done on an annual basis beginning July 1.   The motion carried.

8.   Security Committee Update (Tom Smith/Bob Meinhardt) -
Tom Indicated that recommendations on a security assessment will be presented for approval at the next ITAB meeting. Tom also indicated that he would be starting an InfoGuard Committee and was seeking interested members.
Jearl Reagan reported the federal cyber security certification that DOLIR had received.

9.   MOTEC Update (Jim Weber/Paul Wright) -
Jim – passed out a pamphlet on MOTEC giving information on classrooms and classes available. Jim indicated that the IT headcount for each agency is needed by Dan Steidley by February 7. Jim suggested that agencies might be able to use the number that was submitted to the senate request.

10.   Personnel Committee Update (Chris Wilkerson/Jan Grecian)
Chris –said that the Personnel Committee has one item, writing job descriptions for proposed new Merit security positions.   Chris indicated that representatives of the security committee will meet with the ITAB Personnel Committee next month for a status report.

11.   Statewide Purchasing Update (Gary Eggen/Karen Boeger)
Gary had no report but passed out current project log.

12.   **Internet/MOREnet Update (Tony Wening)** see note on MOTEC.

13.   Project Management Committee Update (Jim Roggero/Tom Stokes)
Jim reviewed the update on certification process and policy. He will be bringing updates to the ITAB Committee in the near future. The periodic state recertification of project managers needs to be defined by this committee.   Jim indicated that new Project Management training classes will be available at MOTEC.

14.   Project Oversight (Debbie Tedeschi) -
Two oversight projects are going on now. The pros and cons of these pilot projects will be reviewed so improvements can be made in future projects.

15.   Risk Management (Scott Peters/Tom Stokes) -
Jim Roggero and Tom Stokes passed out two documents. Scott had requested that they be added to OIT web site. Tom pointed out changes to risk management guidelines and best practices and introduced a template for use in submitting a project. There was a discussion on the template –and the wording clarified. It was agreed to take out ' most likely and parentheses' on top of page 5 in overview of summary. Gina Hodge moved to accept the changes and the motion was seconded by Kim Potzmann. Motion carried.
Tom will make requested changes.

16.   Total Cost of Ownership (Dennis Bax/Jan Grecian) -

Dennis indicated that the name of the Committee will change to Cost Benefit Approach **.**

17.   **Performance Measures (Cliff Gronauer/Tom Stokes) -**
No report

18.   **Distance Learning Update (LTC Tom Smith)** -
No report

19.   **Architecture Review Committee Update (Jim Weber/Bob Meinhardt)** -
No additional report.

20.   **Network Management Consortium Update (Jim Roggero/Jill Hansen) -** Kim Potzmann presented the findings of his subcommittee on voice overIP. The subcommittee did not find any pressing need for voice over IP at this time but did decide that interested agencies would continue meeting on a quarterly basis to exchange information. The subcommittee found a number of advantages, but it would not be cost effective to replace our existing voice technology at this time. Jim indicated that any network consortium standards that need to be established will only be recommended by the consortium committee. The official standards will be determined by the Architecture Committee process. Jim asked a Cisco group of consultants to make recommendations on the state's network. The Cisco consultants are separate from the companies marketing department and will be making generic recommendations. Cisco's approach will be to look at other states who have been successful in developing cost effective networks. The Committed did approve the use of Cisco' to develop recommendations.

Jim also pointed out that a number of agencies involved in the St. Louis Service Center project were still concerned about the allocation plans. Gail Wekenborg will schedule meeting on this and invite agencies involved.

OPEN DISCUSSION
 - Credit card usage is moving ahead, Rex suggested contacting Scott for more details.

REVIEW OF ACTION ITEMS

Rex –To finish appointing chair
Jill set meeting with Bob and Gerry on email and relation to domains in the architecture.
All departments should turn in count to MOTEC
All departments should turn in comments on codes to Mary W.
Tom Stokes will set up meeting for piracy review.

NEXT MEETING

The next ITAB Meeting is scheduled for **February 26, 2003 at the DNR Building, Katy Trail Conference Room, 1738 East Elm Street, Jefferson City**